

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

**Minutes of Parish Council Meeting held in the Pavilion, Charlwood,
on 17th July 2023 at 8pm**

Attending	Lisa Scott (LS – Chairman), Sue Bloom (SB – vice Chairman), Carolyn Evans (CE), Walter Hill (WH), David McCorquodale (DMc), Richard Parker (RP), Trevor Stacey (TS), Angela Tyson-Davies (ATD)
Clerk	Trevor Haylett
Assistant Clerk	Helen Hill
Also Attending	County Councillor Helyn Clack (HC), District Councillor Alcia Loach(AL), Stephanie Page, Liz Gillet-May
Item 1	(1/07/23) Apologies – Mark Cowell
2	(2/07/23) Declarations of Interest – Trevor Stacey declared an interest in one of the planning applications and Lisa Scott, Sue Bloom and Carolyn Evans all declared that they knew the applicant in one of the applications. This was a non-pecuniary interest.
3	(3/07/23) Minutes – The draft Minutes of the 19 th June meeting had been circulated. LS proposed that they be approved, SB seconded and they were APPROVED.
4	(4/06/23) Public Questions – A resident asked about Speedwatch and TS replied that he was waiting for one volunteer to complete his roadside training before the group could go out and begin work. He added that one more volunteer was needed for Hookwood and Alcia Loach put herself forward.
5	(5/07/23) To appoint Committees, Working Groups, and Council Representatives - two new Councillors had been co-opted following the last meeting – Angela Tyson-Davies and Mark Cowell -and ATD said she would like to join the S&A committee. MC had earlier agreed to join the staffing committee. The updated list is at Appendix A.
6	<p>(6/07/23) Planning, Highways and Environment</p> <p>6.1 Report of Planning Committee and recommendations on applications to four weeks ending 7th July – the committee had met the previous Tuesday and its recommendations had been distributed (see Appendix C). LS proposed they be accepted, CE seconded and the report was APPROVED.</p> <p>6.2 Neighbourhood Plan – Duncan Clarke, a MVDC planning officer, had explained that it would have to consult on the proposed area of the Plan and because consultations couldn't take place in the summer months, the Plan was unlikely to be approved until the December cabinet meeting. LS said she would work with Mr Clarke – ACTION - and try and gain agreement to speed up the process.</p> <p>6.3 Mole Valley Local Plan – The Inspector, examining the Local Plan, had agreed to MVDC's request to continue the pause in proceedings - this time with no closing date imposed on the pause.</p> <p>6.4 Environmental Matters – LS said the verges along the road between Charlwood and Hookwood had been “obliterated”, with a wholesale cut, not just of sight lines. Helyn Clack said it was strange because the next cut wasn't due until September but – ACTION - she would investigate what had been going on.</p>

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	<p>6.5 20 mph speed limit – the pressure group, 20s Plenty, had urged Parish Councils to support their campaign and lobby Surrey County Council to adopt the measure county-wide on rural roads. A motion before SCC’s communities, environment and highways select committee had been shelved while further investigations were made and HC explained that it was likely that, rather than a blanket 20 mph policy, that each area would be judged on its own merits. On her suggestion, Councillors decided to wait for SCC’s revised policy to be published before taking a decision whether to support it. Angela Tyson-Davies questioned whether drivers would be asked to go from a 40mph zone immediately down to 20 or whether there would be a buffer zone. She thought it might lead to an increase in speeding outside the villages as drivers try to make up for lost time.</p>
7	<p>(7/07/23) Services and Amenities - The committee had met on 3rd July in the Pavilion.</p> <p>7.1 Withey – TS explained that the playground contractor could not comply with their original start date of before the school holidays and the refurbishment would now be starting in mid-August. All Seasons would visit the site – ACTION - and provide a quote for the amended tree works which included tidying up the cherry trees and removing any dead wood.</p> <p>7.2 Pavilion – Helen Hill had sourced a company who could carry out the curtains-clean in situ. The quote was for £215 and Councillors were asked if they considered it fair that the PC pick up half the bill with the Coronation Committee paying the remainder because it was after the Coronation celebrations that some of the damage to the curtains was done. ACTION – Councillors approved the 50% cost.</p> <p>There had been a request from residents, asking if the Pavilion and Recreation Ground could be left free one week every month in the summer for the community’s own use. Otherwise, TS pointed out, they would be denied the use of the facility while the cricket club hired it throughout the summer when it was those same residents who had helped support the new Pavilion in the first place through their fund-raising efforts. TS proposed that every second Saturday in the month, the facility be left free for residents. LS seconded and - ACTION – the motion was APPROVED.</p> <p>7.3 Recreation Ground - the electrician would make a permanent repair – ACTION – to the cable serving the new pathway lights when he was able. TS would also provide – ACTION – the revised estimate for the fencing work in front of the Tain Cottage hedge.</p> <p>The new junior pitch had been looked at again to see if it could be moved back a little towards the tarmac and further away from the neighbour’s fence to lessen the risk of footballs flying into his garden. The Clerk was waiting to hear from the football club concerned if that was possible.</p> <p>TS followed up a request from CVFC that the Council contribute towards the cost of the materials used to mark out the lines every week. This was likely to be around £150 a year and TS suggested that as an alternative the PC give a grant of £500 towards their ongoing costs. The Clerk pointed out that the club already had their pitch-hire costs covered by JBTMT but added that they did a lot of good for the community and regularly helped out at village events. It was suggested that the club put something in the Newsletter so that more people were aware of how they help out. ACTION – it was agreed to suggest that the club send in their invoice for the white-lining materials and the PC would pay.</p> <p>TS raised the question of the main Recreation Ground hedge and asked whether the PC should employ a contractor to remove the ivy or rely on volunteer help. It was agreed – ACTION - to put out a new appeal for volunteers and then to obtain some whips in the autumn to properly reinstate the hedge.</p>

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	<p>7.4 Millennium Field – TS had been looking through all the documentation related to the damage caused historically to SB’s home by the trees near the boundary with Tifters Drive. SB wanted it noted that it could not be considered minor damage because underpinning had been necessary on her property. TS said a rolling maintenance programme was needed for the trees not only in the Millennium Field but also in The Withey and the Recreation Ground.</p> <p>7.5 New leases: Millennium Field and The Withey – Richard Parker said that one additional signatory had made the necessary checks and he hoped the process could be completed by the following week.</p> <p>7.6 Glebe Field & The Hovel - It was said that a local resident had been negotiating to buy the Glebe Field from the diocese without the PC being notified. The sale had fallen through at the last minute and subsequently the Charlwood Society had intervened to try and ensure the facility remained as a public amenity. The Society would be writing to the PC and Stephanie Page said they hoped to make it an Asset of Community Value.</p> <p>7.7 Other Items: The Clerk had circulated a quote of £578.56 (including vat) from TayPlay to replace some defective parts of the Witches Hat mechanism in the playground. ACTION – Councillors approved the expense.</p>
8	<p>(8/07/23) PARISH MATTERS</p> <p>8.1 Traffic Calming & Car Parks – the Clerk had received a response from a SCC Highways Officer to the report that consultant Mark Baker had delivered to both them and MVDC. She had suggested a remote meeting with Councillors and HC to discuss what might be feasible. HC said she had a fund of £100,000 that could be spent on highways improvements but stressed that there were many demands on this money and cautioned that some of the items the PC had put in the report might not be achievable.</p> <p>TS asked a question about the roadworks planned for the Norwood Hill Road up to The Fox Revived when nothing appeared to be planned for Ifield Road which was recognised as one of the worst local roads. HC said there were plans for Ifield Road works to do with drainage and she would try and find out more information.</p> <p>8.1.1 VAS Signs/Speedwatch – The progress of the Speedwatch group had been covered earlier in the meeting.</p> <p>8.1.2 Report of meeting with SCC Officer on 13th July - LS and the Clerk had met with SCC officers Nigel Pond and Peter Harris in Hookwood to look at the problem traffic areas and to discuss the positioning of new VAS signs. There was agreement that the new road junction by the Black Horse had not gone far enough in scope though LS’ suggestion of traffic lights there would cost £1 million. A request that a VAS sign be placed on the ‘No U-turn’ sign on the A217 was refused because it was considered too close to the Hookwood roundabout but the officers appeared to favour a VAS sign being installed in Mill Lane. They will also consider extending the islands opposite the Black House</p> <p>8.2 Parish Communications – LS said she would – ACTION - try and get a draft of the two-sided Newsletter out for Councillors to review before the September meeting. This would fill the void before the new community Newsletter was launched later in the autumn.</p> <p>8.3 Community Events and Affairs – the recent Charlwood Music Festival was judged a success.</p>

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	<p>8.4 Wickens Orchard – TS said the Orchard was in a terrible state and he had taken photographs which showed that. AL said anything related to Clarion Housing was being escalated within MVDC to the chief executive and asked the Clerk to – ACTION- forward her the original email in which the Parish Council had set out what it wanted to see from the area and any relevant photos.</p> <p>8.5 Russ Hill Hotel – MVDC had organised a meeting about the hotel for later in the week and DMc said he would attend. He said there appeared to be a general decline in numbers of asylum seekers being housed at the hotel. The authorities had been alerted to an incident when a resident was riding their bicycle on a bridle path.</p>												
9	<p>(9/07/23) Gatwick Matters - A Gatcom meeting was being held the following Thursday and both DMc and CE said they would be attending.</p> <p>9.1 Submission of Gatwick DCO - GAL had finally submitted it's DCO application to the Planning Inspectorate who had 28 days to decide whether or not to allow it to go forward. HC said that all the local authorities had written to the Inspector asking them to refuse the application because of a lack of information and consultation. If the DCO is allowed to go through to the inspection stage then there followed a 28-day period for interested parties to register their interest. GACC, the local conservation group, had published a report challenging some of the figures put forward by GAL in support of it's application such as the boost to employment and the need for more business flights etc.</p>												
10	<p>(10/07/23) Financial Matters</p> <p>10.1 Payments received and cleared payments</p> <table> <tr> <td>Barclays Community Account – to 17th July</td> <td>£15,731.60</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£6,173.72*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£34,233.35</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£86,556.92</td> </tr> <tr> <td>Lloyds Treasurers Account - ditto</td> <td>£78,142.38</td> </tr> <tr> <td>Total Bank Assets</td> <td>£220,837.97</td> </tr> </table> <p>*For Archive Room Note: Reserves (Earmarked) = £142,305; (General) = £78,532.97</p> <p>10.2 Accounts for payments and authorised transfers – These had been circulated – see Appendix B. The Clerk suggested that as payments wouldn't be made for another 10 days or so that Councillors could have more time to consider them and this was agreed.</p> <p>10.3 To approve Internal Auditor's Final Report - This had been circulated previously and the Clerk explained that in general the PC had been given a clean bill of health by the Internal Auditor. However, there were one or two areas where he highlighted procedures could be tightened up and improved. The Report was APPROVED.</p>	Barclays Community Account – to 17 th July	£15,731.60	Barclays Legacy Account - ditto	£6,173.72*	Barclays Charlwood Account - ditto	£34,233.35	Nationwide Business Savings Account – ditto	£86,556.92	Lloyds Treasurers Account - ditto	£78,142.38	Total Bank Assets	£220,837.97
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Total Bank Assets	£220,837.97												
11	<p>(11/07/23) Reports from Representatives - None.</p>												

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12	(12/07/23) Procedures and Standing Orders – LS asked that the Standing Orders be amended – ACTION - to state that the Minutes should be circulated within 14 days of the meeting.
13	(13/07/23) Employment Matters 13.1 Groundsman’s position – TS had produced a report detailing all the ground works that would be needed throughout the year. This had been distributed to the staffing committee and – ACTION - a meeting would be arranged with the groundsman. 13.2 Clerk vacancy – this was the Clerk’s last meeting and LS thanked him for all his hard work and made a presentation on behalf of the PC. The Clerk thanked Councillors and said he would leave with happy memories of them all. There had been a total of three applications and interviews would be arranged - ACTION .
14	(14/07/23) Public Comments – HC said she was asking all the parishes in her area to give consideration as to whether anyone in their community was likely to be suffering particular hardship because of the cost-of-living crisis. Further information was available on the SCC website.
15	(15/07/23) Forthcoming Meetings – 8 th August Planning, Highways & Environment, Pavilion 7:30pm 9 th August S&A Committee tbc 8:00pm 12 th September Planning, Highways & Environment, Pavilion 7:30pm 13 th September S&A Committee tbc 8:00pm 18 th September Charlwood PC Pavilion 8:00pm Remaining PC Meeting dates in 2023: 16 th October (Hookwood), 20 th November

The meeting ended at 9:54pm

Appendix A – Committees, working groups and council representatives – (LS can sit on all committees)

Finance (FIN) - LS, CE, RP, WH

Services and Amenities (SA) – TS, LS, WH, RP, ATD

Planning, Highways & Environment (PHE) – LS, CE, SB, DMc

Traffic Calming & Car Parks (TC) – TS, LS, SB

Staffing (ST) – LS, SB, CE, RP, MC

Gatwick Working Group (GWG) – LS, CE, DMc

Parish Hall (PaH) – SB

Hookwood Memorial Hall Trust (HMHT) - RP

Gatwick Area Consultative Committee (GATCOM) – DMc, CE (sub)

Jean Shelley Archive Room (JS) – RP

Save West of Ifield Group (SWI) – LS, ATD

Resilience Committee (RS) – LS, SB, TS

The following members of the public were co-opted onto these Committees/Groups:-

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GWG – Penny Shoubridge, Hilary Sewill and Peter Barclay

TC – Penny Shoubridge, Jackie Tyrrell, Martin Needham and Peter Barclay

JS – Penny Shoubridge, Janet Cookson, Martin Needham, Stephen Dickinson and John Shelley.

In addition:

Forum of Local Parish Councils – Councillors will rotate this role

Tony Hills sits on the Parish Hall committee as a representative of the Parish Council

The Clerk sits on FIN, GWG, TC and has delegated authority to attend the Horse Hill Action Group as an observer.

The Assistant Clerk sits on S&A

Appendix B - Accounts for payments and authorised transfers

Incomings between 18 th June and	16 th July 2023			Total
<u>Lloyds Bank</u>				
N. Shah	Pavilion hire			135.00
S. Charman	Inv 352			36.00
<u>Barclays Bank</u>				
Farmfields	Pavilion hire			1935.00
C. Barclay	Choir			105.00

<u>Direct Debits</u>				
20/06 Ecotricity	Electricity			171.90
20/06 Ecotricity	Gas			265.60
22/06 Nest Pensions	On June earnings		-	245.77
29/06 ICO	Information Commissioner Annual subs			35.00

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12/07	Keyholding Co.	For period 1/8 – 31/8			29.40
17/07	SES Water	Water 30/04-31/05		-	30.31
Payments to be approved tonight					
				vat	total
	Nigel Jeffries Landscapes	Withey cuts in June x 2			132.00
	Stephen Renaud	Window cleaning x 5			85.00
	Prime Commercial Cleaning	May cleaning		-	240
	Keith Berry	Removing footpaths debris + tidying of areas before PIB judging			175.00
	Trevor Haylett	Expenses: Sept 2022 – July 2023			690.29
	Trevor Haylett	Additional Expenditure – Zoom subs; computer & printer for Archive Room; leaving gifts etc			1445.21
	Nick Speakman	Expenses – petrol & diesel 26/2/22 – 14/6/23			310.30
	Alan Knight	Playground repair work (Charlwood) And toilet repairs (Pavilion)			295.00
Retrospective Payments					
	Gillett & Johnston Ltd	Clock maintenance			198.00
	Keith Berry	Black Ditch & Green Lane trimming			260.00
	Mulberry & Co	Internal Audit			234.00
	Mulberry & Co	June Quarter Payroll			126.00
	Prime Commercial Cleaning	May cleaning		-	240
	HMRC	Quarter ending 6 th July			1228.34

Appendix C - **APPLICATIONS**

Application Ref: MO/2023/0655/PLA
Link

Location: Land Adjacent to Waggoners Farm, Russ Hill, Charlwood, Mole Valley, RH6 0EN

Proposal: Change of use of the land to residential to accommodate 2 No. static caravans, 2 No. touring caravans, 1 No. utility block, parking for 4 No. cars, hardstanding and associated development.

Case Officer: Aidan Gardner

Registration Date: 09-May-2023

Applicant Name: Mr Joseph Maloney

Ward: Capel, Leigh, Newdigate and Charlwood

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PSH/Area:

Charlwood

Charlwood Parish Council objects to this application. We note a number of inaccuracies within the application form and missing documents. In particular 2 two bedroomed market housing units have already been installed, which we do not believe can be described as caravans, there is an overall lack of detail and missing block plan which make it difficult to assess this application. We do not see it as in line with the emerging local plan nor the NPPF. There is no pedestrian or public transport access or sufficient access for vehicles as access is via a bridleway. If planning is granted all permitted development rights should be removed.

APPEALS STARTED

9/06/23

Application No.: MO/2022/1588/PLA

[Link](#)

Location: Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ

Proposal: Demolition of existing buildings and erection of 4 No. detached dwellings.

Appeal Start Date: 08-Jun-2023

2/06/23

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Application No.: MO/2022/0632/PLA

[Link](#)

Location: Land adj to The Seasons, Ifield Road, Charlwood, Horley, Surrey,
RH6 0DL

Proposal: Erection of a 1.5 storey traditional cottage style dwelling.

Appeal Start Date: 01-Jun-2023

DECISIONS

9/06/23

Application No.: MO/2022/2117/OUT

[Link](#)

Location: Betchworth Works, Ifield Road, Charlwood, Horley, Surrey, RH6 0DX

Proposal: Outline Application for the erection of 3 no. dwellings with associated parking and amenity space, with all matters reserved.

Decision: REFUSED

Decision Date: 07-Jun-2023

Application No.: MO/2023/0554/PLAH

[Link](#)

Location: The Cottage, Norwood Hill Road, Charlwood, Horley, Surrey, RH6
0EB

Proposal: Erection of single storey side and rear extension with new pitched roof surround to existing flat roof extension.

Decision: APPROVED WITH CONDITIONS

Decision Date: 08-Jun-2023

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Application No.: MO/2023/0555/LBC

[Link](#)

Location: The Cottage, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB

Proposal: Erection of single storey side and rear extension with new pitched roof surround to existing flat roof extension. (Listed Building Consent)

Decision: APPROVED WITH CONDITIONS

Decision Date: 08-Jun-2023

2/06/23

Application No.: MO/2023/0451/TFC

[Link](#)

Location: Glen Afric, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX

Proposal: Crown reduce one Oak tree by 5 metres.

Decision: APPROVED WITH CONDITIONS

Decision Date: 30-May-2023

26/05/23

X

19/05/23

Application No.: MO/2023/0382/LBC

[Link](#)

Location: 1 and 2 Weavers Cottages, Ifield Road, Charlwood, Horley, Surrey, RH6 0DR

Proposal: Install new door to connect Nos 1 and 2 Weavers Cottages and

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alteration and repair of chimney lintel (2 Weavers Cottage).

Decision: APPROVED WITH CONDITIONS

Decision Date: 17-May-2023

12/05/23

Application No.: MO/2023/0391/PLAH

[Link](#)

Location: Rosemary Cottage, Rosemary Lane, Charlwood, Horley, Surrey, RH6
0DG

Proposal: Erection of detached outbuilding to create a home office. (Revised
proposal)

Decision: APPROVED WITH CONDITIONS

Decision Date: 11-May-2023
